



POSITION VACANCY ANNOUNCEMENT
City of Seguin
"An Affirmative Action/Equal Opportunity Employer"

ECONOMIC DEVELOPMENT SPECIALIST

#1337

04/01/15

Performs a variety of administrative services in support of economic development to include: financial and budget matters; reporting; correspondence; technical support; and general administrative/clerical support to Seguin Economic Development Corporation (SEDC). Requires a bachelor's degree in Economics, International Business, Business Administration, or related field, plus one year general office experience. Must have excellent oral and written communications skills; be proficient with Microsoft Office software applications specifically Excel, Word, Publisher, and Powerpoint. Must be available for night and weekend events and meetings. Requires a Texas driver's license with good driving record and successful completion of a pre-employment drug screen. Starting salary is \$17.49/hour. Applications are accepted at City of Seguin, Human Resource Department, 205 N. River, Seguin, Texas 78155. Position open until filled. www.seguintexs.gov AA/EOE.